



# DEPARTMENT OF CORPORATIONS

## JOB OPPORTUNITY

**Arnold Schwarzenegger**, Governor

*WILLIAM P. WOOD*, California Corporations Commissioner

*SUNNE WRIGHT MCPEAK*, Agency Secretary

Release Date: July 22, 2004

**CLASSIFICATION:** **OFFICE TECHNICIAN (TYPING)**  
1 Position-Permanent/Full-Time-Los Angeles

**FINAL FILING DATE:** **UNTIL FILLED**

**SALARY:** \$2510 - \$3050

**POSITION LOCATIONS:** Business Operations & Program Support, 320 West 4<sup>th</sup> Street, Los Angeles

**DUTIES AND RESPONSIBILITIES** – Under the direction of the Office Services Manager, the Office Technician is responsible for processing all securities, franchise and mutual fund filings. The incumbent must have a working knowledge of the Corporate Securities Law as it relates to exemption filings and the Franchise Investment Law. This position provides technical support for the more difficult questions from the public and co-workers regarding exemption, notice filings, and application filings and is responsible for researching historical information on previous filings and supplying this information to the public and other members of the Department of Corporations.

**DESIRABLE QUALIFICATIONS:**

- ◆ Ability to work independently with general supervision.
- ◆ Must provide courteous and reliable service.
- ◆ Knowledge of personal computers & familiarity with Microsoft Word, Excel and other computer programs.
- ◆ Ability to work well under pressure.
- ◆ Good communication and interpersonal skills.
- ◆ Good attendance record.

**WHO MAY APPLY** – EMPLOYEES CURRENTLY AT THE OFFICE TECHNICIAN (TYPING) LEVEL, THOSE WITHIN TRANSFER RANGE OR LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THESE CLASSIFICATIONS ARE ENCOURAGED TO APPLY. For further information regarding the position, please contact Marilyn Stevens at (916) 445-6273 or CALNET 8-485-6273. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification).

**SUBMIT APPLICATION AND RESUME TO:**

Department of Corporations  
Human Resources Office  
Attention: Linda Tessmer (#04-OMB00-A)  
1515 K Street, Suite 200  
Sacramento, CA 95814  
(916) 324-6271 or CALNET 8-454-6271

RPA #04-OMB00-A CA

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.